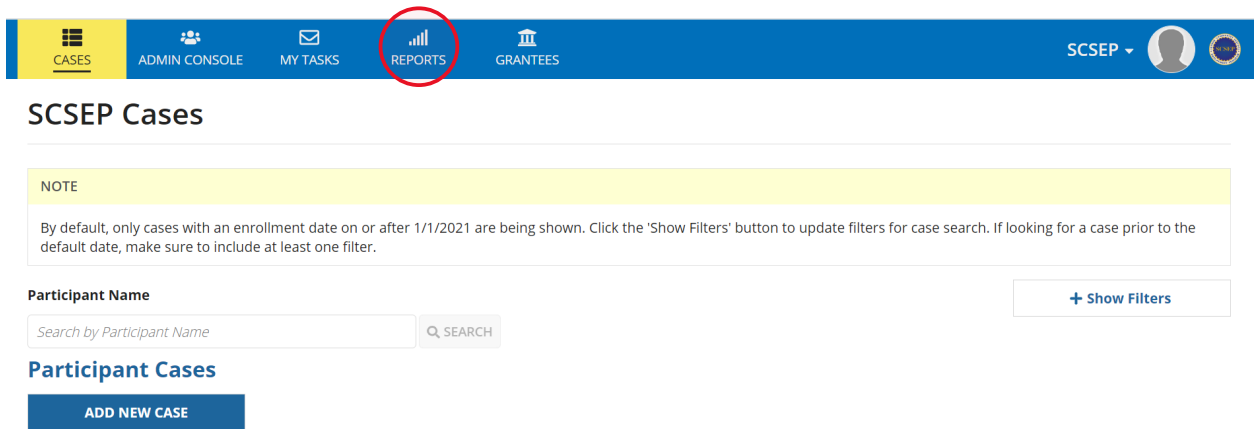


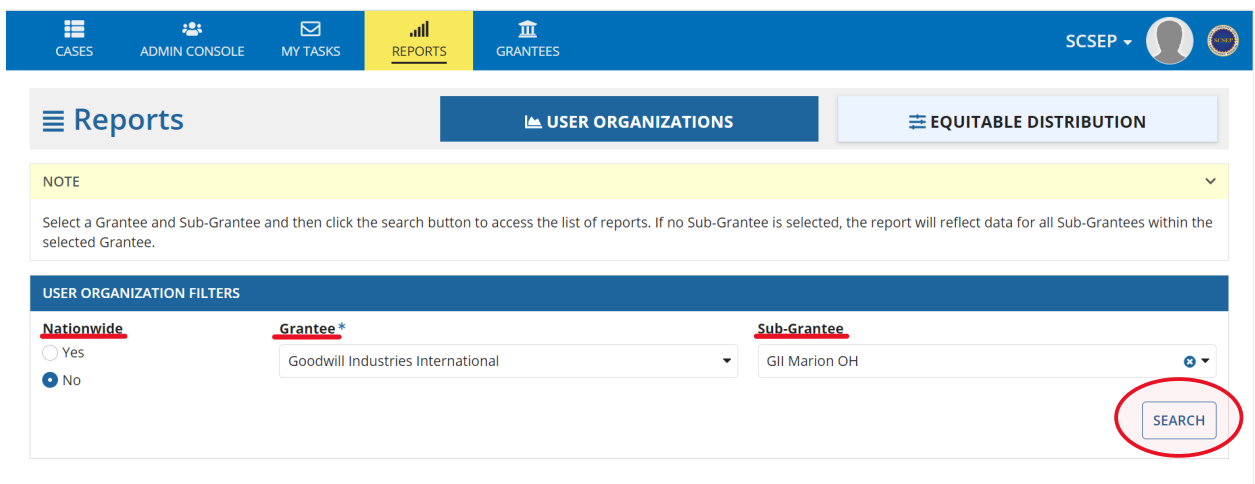
## Accessing Participant, Waiver and Break Extracts in GPMS

1. Click the **REPORTS** tab on the top left-hand side of the screen.



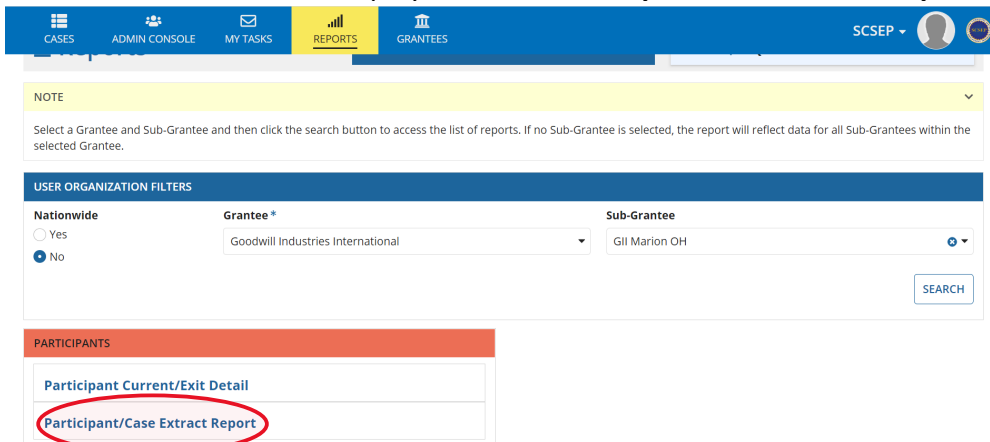
The screenshot shows the top navigation bar of the SCSEP system. The 'REPORTS' tab is highlighted with a red circle. Below the navigation bar, the page title is 'SCSEP Cases'. A yellow note box contains the text: 'By default, only cases with an enrollment date on or after 1/1/2021 are being shown. Click the 'Show Filters' button to update filters for case search. If looking for a case prior to the default date, make sure to include at least one filter.' Below the note is a search field for 'Participant Name' with a 'SEARCH' button and a '+ Show Filters' button.

2. Select **No** for **Nationwide**
3. Enter the Grantee or Grantee/Sub-grantee information. Click **SEARCH**.



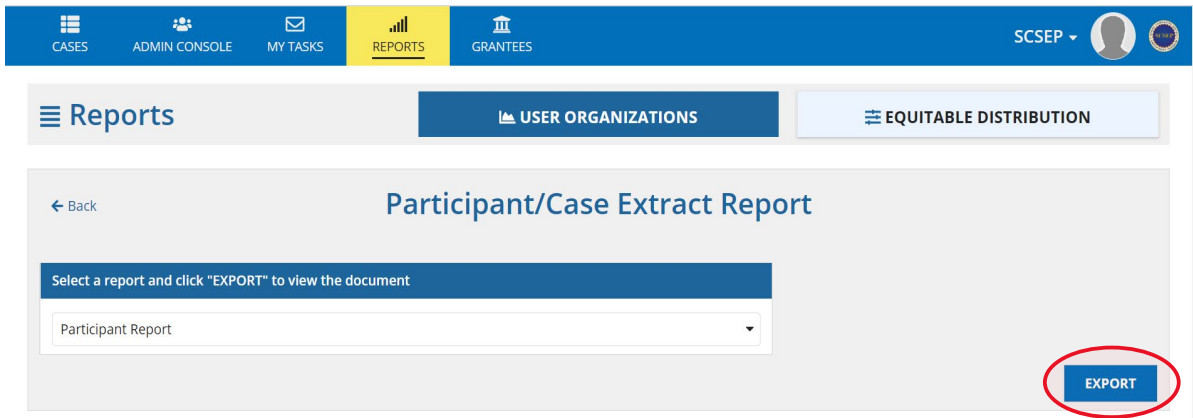
The screenshot shows the 'Reports' page. The 'REPORTS' tab is highlighted in the navigation bar. Below the navigation bar, there are two tabs: 'USER ORGANIZATIONS' and 'EQUITABLE DISTRIBUTION'. A yellow note box contains the text: 'Select a Grantee and Sub-Grantee and then click the search button to access the list of reports. If no Sub-Grantee is selected, the report will reflect data for all Sub-Grantees within the selected Grantee.' Below the note is the 'USER ORGANIZATION FILTERS' section. It includes three filters: 'Nationwide' with radio buttons for 'Yes' and 'No' (where 'No' is selected), 'Grantee\*' with a dropdown menu showing 'Goodwill Industries International', and 'Sub-Grantee' with a dropdown menu showing 'GII Marion OH'. A red circle highlights the 'SEARCH' button.

4. The below screen will be displayed. Select **Participant/Case Extract Report**.

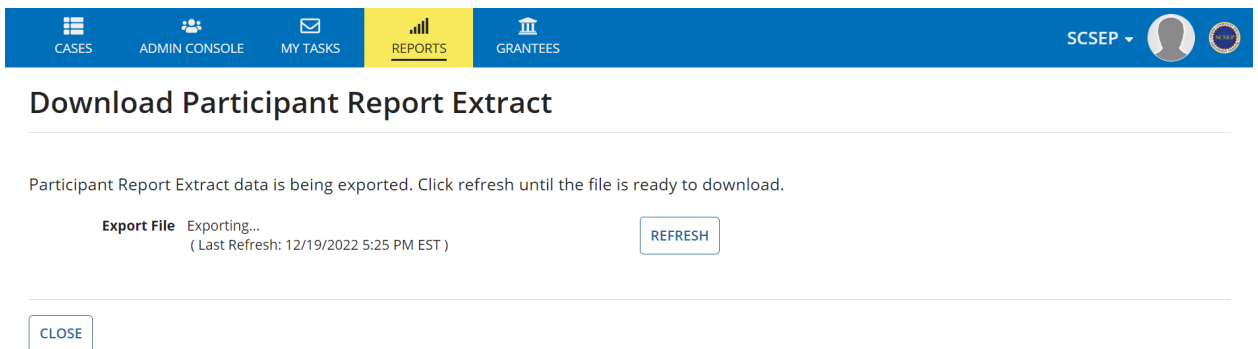


The screenshot shows the 'Participants' page. The 'REPORTS' tab is highlighted in the navigation bar. Below the navigation bar, there is a yellow note box with the same text as in the previous screenshot. Below the note is the 'USER ORGANIZATION FILTERS' section, which is identical to the previous screenshot. Below the filters is a 'PARTICIPANTS' section with a red header. It contains two links: 'Participant Current/Exit Detail' and 'Participant/Case Extract Report', which is circled in red.

- i. Select either **Participant Report**, **Waiver Report**, or **Break Report** from the drop-down list.
- ii. Then click **EXPORT**.



5. The below screen will be displayed which shows that the file is being exported. Click **REFRESH** intermittently to see when the report is complete. This process can take some time.



- i. Users can continue working by opening another session in GPMS within the same browser. This can be done by holding the **CTRL key + clicking another function in the header**. For example, **CTRL+ a click on the REPORTS tab** will open another **REPORTS** session. This will allow you to export multiple extracts at one time.
6. Click the link to download the file directly to your computer in Excel (.xlsx) format.



## Download Participant Report Extract

Export File [Grantee ID 166 - Participant Extract](#)

CLOSE